

**WISCONSIN DEPARTMENT OF MILITARY AFFAIRS  
REQUEST FOR FLSA EXEMPT EMPLOYEE OVERTIME EXCEPTION**

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|---|--|--|--|
| Employee's Name:  |  | Civil Service Classification:  |  |
| Work Location:  |  | Type of Overtime:<br><br><input type="checkbox"/> Permissive <input type="checkbox"/> Mandatory  |  |
| Type of Compensation: <input type="checkbox"/> Cash <input type="checkbox"/> Comp Time<br>Maximum Number of Hours Requested:  |  | Additional Hours Worked Outside of Schedule:<br>Date:                      Start Time:                      End Time:<br><i>If more than one day, use space below.</i> |  |
| <b>INSTRUCTIONS:</b> Please reference DMA P&P Bulletin No. 1.600 for information regarding policy and procedures for requesting overtime exception for the FLSA Exempt employee. Except for emergency situations, requests must be submitted to the SHR Director at least <u>one week in advance of the anticipated overtime need</u> .<br><br>Fax to (608) 242-3168. |  |  |  |
| <b>JUSTIFICATION FOR OVERTIME EXCEPTION:</b><br><b>*Requests for Mandatory Overtime must <u>itemize and address</u> the five qualifying conditions here. Refer to back side of this form.</b>   |  |  |  |
| <b>REASONS FOR DENIAL:</b>  |  |  |  |
| Supervisor Requesting Action:   |  | Print / Sign and Date:   |  |
| 2 <sup>nd</sup> Line Supervisor:<br><input type="checkbox"/> Approval <input type="checkbox"/> Disapproval  |  | Print / Sign and Date:   |  |
| Wing/Base Commander, Division Administrator, Director Action:<br><input type="checkbox"/> Approval <input type="checkbox"/> Disapproval   |  | Print / Sign and Date:   |  |
| Director of State Human Resources Action:<br><input type="checkbox"/> Approval <input type="checkbox"/> Disapproval   |  | Print / Sign and Date:   |  |

*Distribution: Approvals will be routed thru the chain of command and payroll. Denials will be routed to the chain of command and requestor*

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**MANDATORY OVERTIME EXCEPTIONS:** There are limited circumstances when certain supervisory employees must receive overtime compensation **subject to specific, qualifying conditions**. Within the DMA, only the following supervisory classifications are subject to Mandatory Overtime Exception.

- Building and Grounds Supervisors,
- Cadet Specialist Supervisors,
- Custodial Services Supervisors,
- Fire Crash Rescue Supervisors,
- Military Affairs Security Officer Supervisors,
- Office Management Supervisors.

**Qualifying Conditions:** To qualify for Mandatory Overtime Exception, all of the following conditions must be satisfied.

- The supervisor's position is assigned to pay range 81-04 or a counterpart pay range in a different schedule or lower.
- The supervisor is directed to work hours in addition to his/her normal work hours and such additional work hours result in overtime hours;
- The purpose of the additional work hours is to supervise employees who also are directed to work additional hours;
- The additional work hours, of the employees supervised, generate overtime compensation for that workweek or work period; and
- The additional work hours of both the supervisor and employees supervised are generated by the same cause or situation.

**Instructions:** If all of these conditions are met, check the Mandatory box in the "Type of Overtime" field. Provide details specific to each of the aforementioned qualifying conditions in the request. If all of these conditions are not met, do **not** submit with the Mandatory box checked. Consideration may still be given to granting Permissive overtime exception and the Permissive box should be checked.